
From: Nawn, Kathleen (DPH)
Sent: Wednesday, February 23, 2011 6:30 PM
To: Han, Linda (DPH); Caloggero, Dina (DPH)
Subject: RE: IR SOP
Attachments: SA005 SOPv2 IncidentResponse 20110201 draft kn.doc

Dr. Han-

Here is the baseline draft, reformatted and includes all sections for an SOP of ours.. It was important not just to make the sop "look like our others", but the numbered/ lettered outline used will make it easier trying to read through this document and being able to readily id the sections as you're making the final content additions and sop edits.

The old SOP's dots, dashes and circle figures were a poor way of delineating the sop sections.

Let me know if I can assist you further.....kathy

From: Han, Linda (DPH)
Sent: Tuesday, February 22, 2011 1:32 PM
To: Nawn, Kathleen (DPH); Caloggero, Dina (DPH)
Subject: IR SOP

Jennifer Fisher from the CDC SA inspection team just called me to confirm the dates of the upcoming inspection. She informed me that in ~1 week, I will be receiving (1) written notification of the anticipated dates of the upcoming inspection, and (2) a written request for copies of our biosafety, incident response, and security SOPs.

RE IR SOP:

Dina: Can you get me the links to documents related to (1) IT security and (2) response to lapses in IT security?

Kathy: I know you've been working on making the format of the IR SOP consistent with the other SA SOPs. Is this almost done? If so, I'll wait to make edits in your re-formatted version (I have been amassing a collection of mostly minor comments from reviewers for the IR SOP). If it's too much of a rush to have it done by Friday, I'll make edits to my most recent draft and we'll have to save the re-formatting for the next version. I'd like to send out a final version to Howard and the PI's for signature by Monday.

Thanks,
Linda